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Job Posting

Position: Building Commissioner
Department: Inspectional Services Department
Affiliation: Town Managers Union
FSLA Status: Exempt
Benefits: Eligible

Regular 36 Hours Work Schedule*: Monday thru Thursday: 8:30 am - 4:30 pm, Friday: 8:30 am - 12:30 pm

*Additional hours as required to complete work projects and attend occasional after-hours meetings.

Salary: Starting salary of \$85K to \$94K to be negotiated based on candidate's qualifications, experience, education, and current certifications.

Competitive benefits package includes paid time off (vacation, sick, personal), health insurance and enrollment in the Plymouth County Retirement pension system.

APPLICATION PROCESS/DEADLINE

Interested individuals must submit a cover letter, resume, and completed job application

<https://www.abingtonma.gov/site-home/pages/employment-opportunities>

Email documents in a PDF format to Slambiase@Abingtonma.gov or by mail/in person to the Town Managers Office, 500 Gliniewicz Way, Abington, MA 02351.

Deadline to apply is February 28, 2023

**TOWN OF ABINGTON
JOB DESCRIPTION
BUILDING COMMISSIONER**

DEFINITION

Position performs administrative and supervisory work in the field of planning, land use and Code Administration and in interpreting and enforcing related state and local laws and regulations.

ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. **Under emergency conditions, this position is likely to be called upon to perform expanded or extended duties.***

- Plans, organizes, directs and evaluates activities pertaining to the administration and enforcement of the State Building Code, Town's land use controls including the Town's zoning bylaw, Town's general bylaws, sub-division rules and regulations and special permits under the zoning by-laws;
- Assists the public in interpreting the State Building Code, the Town zoning bylaws and other pertinent rules and regulations;
- Plans, organizes, directs and assigns the activities/assignments of the Building Department staff, including inspections; Manages the day-to-day operations of the building Department including organizing workload and establishing procedures;
- Conducts inspections and approves plans and specifications; inspects work for which a permit has been issued, including the determination of acceptability of proposed methods and materials to be used; reviews all construction methods and techniques, safety procedures and building material test results; reviews all construction as it progresses to verify code compliance;
- Participates in staff selection (via recommendation), training and evaluation in accordance with Town policies and procedures; recommends appropriate personnel actions and provides training, direction and counseling as required;
- Ensures the efficacy of project planning and development proposals; oversees all phases of the permitting process; ensures the timely submission of applications and submittal documents, projects schedules, follow-up visits and responses on the filing before the Planning and Zoning Appeals Boards;
- Provides interpretation of the subdivision rules and regulations including financial guarantees, drainage and septic systems, zoning requirements etc., and proposes zoning by-law amendments;

- Analyzes, interprets and applies related laws, by-laws, regulations and Town policies in reviewing planning proposals, projects and public inquiries;
- Drafts proposed policies, by-laws and regulations related to land use;
- Participates in the creation of programs for land use and management;
- Drafts position papers and represents the Town in public presentation of development issues, including presentation at Town Meeting and meetings of Town Boards and Committees;
- Assists boards and study committees as needed;
- Provides technical assistance to the Town Manager, the Board of Selectmen, the Zoning Board of Appeals, other Town departments, boards, committees and task forces as needed;
- Participates in pertinent policy deliberations;
- Ensures prompt and appropriate response to all inquiries from the public, commercial/governmental entities and Town staff;
- Assists Town Counsel in matters of litigation, including providing expert testimony as appropriate;
- Conducts progress inspections on current projects;
- Performs other related job duties as necessary.

SUPERVISION RECEIVED

Under general direction of the Town Manager, the Building Commissioner works from policies, goals, and objectives; establishes short-range plans/objectives and long-term goals, departmental performance standards and assumes direct accountability for department results; consults with the Town Manager only where clarification, interpretation, or exception to policy may be required or as requested by the Town Manager. The Building Commissioner exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Building Commissioner is accountable for the direction and success of programs accomplished through the Building Department staff. The Building Commissioner is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Building Commissioner typically formulates or recommends Building Department goals and develops plans for achieving short and long-range objectives; recommends the organizational structure of the Building Department, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the Building Department and with other Town departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their assigned projects/tasks; reviews work in terms of accomplishment of Building Department objectives and progress reports, recommends and enforces standards establishing quality and quantity of work; and

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assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive independent judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the Town employee in charge of the Building Department and is the Building Department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies with input from the Town Manager.

COMPLEXITY

The work consists of a variety of duties that generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the Town in matters of substance or considerable importance, including Building Department practices, procedures, regulations or guidelines.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Employee must meet or exceed all requirements in accordance with 780 CMR R7, and shall be certified as a Building Commissioner prior to being permanently appointed. Associate degree in planning, engineering, or architecture, or journeyman level in the trades, and five (5) years of related experience, or any equivalent combination of education and experience. Must possess a valid Massachusetts driver's license in addition to any registration / licensure / certification requirements mandated by Massachusetts General Laws.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Demonstrated knowledge of related federal, state and local laws, rules, regulations and building codes.

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Abilities: Ability to use Microsoft office or other word processing programs and relevant computer programs with proficiency. Ability to manage and supervise employees effectively. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public. Ability to meet deadlines. Ability to work independently and exercise independent judgment.

Skills: Proven interpersonal skills, customer service skills and problem resolution skills. Must possess organizational skills and be detail orientated.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect the same, construction sites, etc. The employee may be required to work beyond normal business hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is performed in an office setting requiring sitting, standing, walking. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills

The work may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents and plans for general understanding and analytical purposes.